

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

D/OTE
1026 CofC

EXTENSION

NO.

DATE

12 August 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7D24, Hqs.

2.

3. Executive Director
7D55, HQS.

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15.

Attached is a list of SIS applicants to our forthcoming High Performance elective.

It is the best response we've ever had. Since it was August, I was concerned whether we could get 15 signed up.

It is a high powered group, including three DO Division Chiefs, Director of Commo, etc. Any theories of why?

CONFIDENTIAL

Page Denied

EDP ELECTIVE SEMINAR

EXECUTIVE DEVELOPMENT PROGRAM

Achieving Sustained High Performance

13 - 14 August 1985

Room 1001 Chamber of Commerce

This two-day elective is designed to assist SIS officers in discovering ways to reach and sustain high level performance. Until recently, little has been known about how to sustain high levels of performance by employees and teams. While a host of techniques exist for producing short-term jumps in performance, most such improvements fade away rapidly.

In addition, executives are puzzled by the difference in impact of any one technique for improving performance. The same technique that "turns on" one employee, producing considerable improvement, can yet leave another unaffected or "turned off." This seminar presents a practical way for solving this important problem. More than five years of research and testing have now established that there are unique circumstances under which individuals jump to a sustainable high performance mode. Participants can learn what their high performance patterns are, and more confidently take the initiative to improve their own performance. They can also use this knowledge to enable subordinates to spend much more of their working time in a high performance state.

The facilitator is Marsha A. Ostrer, President and founder of a Maryland-based corporation that specializes in training and consulting in the areas of negotiation and conflict resolution, leadership, team building, the management of professionals, and communication skills. In addition to her seminar work, Ms. Ostrer has served as a consultant to more than thirty individual clients. Ms. Ostrer, an attorney with over 10 years' legal experience, has taught legal and litigation skills to lawyers and non-lawyers. She has served as a Senior Assistant U.S. Attorney for the District of Maryland for over 5 years.

Enrollment is limited to 24, and will be accepted in the order of receipt. Form 73, Request for Internal Training, should be sent to OTE/Central Registrations, Room 822 CofC. For additional information, call the Executive Development Staff

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